



DEFENSE LOGISTICS AGENCY  
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S: June 15, 1999

JUN 4 1999

IN REPLY  
REFER TO CAHI

MEMORANDUM FOR COMMANDER, DEFENSE CONTRACT MANAGEMENT COMMAND

SUBJECT: Database Maintenance -- Deletion of Excess Position Vacancies in the Defense  
Civilian Personnel Data System (DCPDS)

We have initiated an effort to improve the integrity of the DCPDS database. As part of that overall effort, we are taking immediate action to purge obsolete and/or unauthorized position records from DCPDS. This will enable DLA to provide accurate and timely data to external oversight organizations and internal commands. Several DLA sites have already begun efforts to address this data cleanup. Specifically, the Human Resources Operations Center (HROC) with the cooperation of DDC and DAPSC has deleted a significant number of obsolete/unauthorized positions.

Request that each of your Human Resources Customer Service Units (CSUs) review their DCPDS position listings to identify those positions that are not legitimate vacancies or obligated positions. Once the excess positions are identified, the CSU must take action to delete them via input or obtain assistance with mass deletions from HROC-AI (Cindy Petrella, DSN 850-6978). The deletions must be completed by June 28, 1999.

Once the system is purged of excess vacancies, ongoing maintenance must continue. As positions become vacant, the HROC must be advised whether they should be retained or deleted. To facilitate this ongoing maintenance, specific instructions regarding the ongoing deletion of individual vacancies will be provided by the HROC. The guidance will be provided by the end of June.

Should you need additional information on this effort, the point of contact is Mr. Alan Brewer on 767-64 10.

PAMELA M. CREEK  
Executive Director  
Human Resources

